

MINUTES OF THE ANNUAL MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
APRIL 8, 2009

The Members of the Chicopee Housing Authority met in annual session on April 11, 2009 at 7 Valley View Court in the City of Chicopee, Massachusetts. The meeting was called to order by the Chairperson at 6:00 p.m. Upon roll call those present were as follows:

Present:	Brian Hickey	Absent:	None
	Charles Swider		
	Bruce Socha		
	Chester Szetela		

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the annual meeting of the Members of the Chicopee Housing Authority will be held on April 8, 2009.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 12, 2008 I filed in the manner provided by Sec 23B: Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Finance Director Denis Vermette, Modernization Coordinator Robert Kachinski, Maintenance Operations Manager David Dymek, and Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Charles Swider, it was unanimously voted to approve the Minutes of the Meeting held on March 11, 2009 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending February 28, 2009, which was then read by the Director of Finance.

Upon a motion made by Charles Swider which was seconded by Chester Szetela, it was unanimously voted to accept the Treasurers report as submitted.

Upon a motion made by Charles Swider which was seconded by Chester Szetela, it was unanimously voted to approve payment of the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	62846 - 62992	\$709,314.24
SECTION 8	40689 - 40864	\$194,709.57

A tabulation of those bills to be paid is contained in the Member's folders.

Modernization Coordinator Robert Kachinski gave the following reports

Cabot Manor:

Exterior door and screen door work is underway. Installations will commence on Monday.

Interior door job is winding down with only two buildings remaining to complete.

The JDL termite job is complete.

Modernization Operations Manager David Dymek reported that his department is working on vacant units and also completing work orders.

Walk thru's were conducted at Kida, Fairhaven and Volpe Drive.

The Secretary reported that the maintenance staff has been very cooperative in trying different ways to work on vacant units in a speedy way.

A request from the Assistant Executive Director to the Board to address the salary matter in light of the information regarding the grievance procedure.

Mr. Swider suggested that a letter be written to Ms. Murry to explain to her that the Board had made a decision concerning this matter, and the decision was to refer the matter back to the Executive Director because in the history of the Housing Authority, the Board never determined any staff salaries except the Executive Director's Salary.

Upon a motion made by Charles Swider which was seconded by Chester Szetela, it was unanimously voted to accept the motion as presented.

At this time the Annual Election of Officers will take place.

Chairperson Brian Hickey relinquished the chair to the Secretary for the purpose of conducting the annual Election of Officers.

A committee consisting of the Vice Chair and Treasurer submitted the slate of Officers for the ensuing year. (A copy of the By-Laws and slate of nominees have been provided to the Members for reference).

Chairperson Charles M. Swider
 Vice Chairperson Bruce E. Socha
 Treasurer Chester J. Szetela
 Assistant Treasurer Brian M. Hickey

The Secretary asked if there are any other nominations to come before the floor.

There being no further nominations the Secretary moved to close nominations and requested that ballots be cast for the slate of officers.

Charles Swider accepted the nomination for the office of Chairperson.

Bruce Socha accepted the nomination for the office of Vice Chairperson.

Chester Szetela accepted the nomination for the office of Treasurer.

Brian Hickey accepted the nomination for the office of Assistant Treasurer.

At this point Charles Swider assumed the Chair.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4835

Whereas, the Housing Authority is in receipt of a final completion certificate from J.D.L. Inc. for the termite damage repair work at Cabot Manor Apartments (AMP8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of J.D.L. of Franklin County, Inc. for the termite damage repair work at Cabot Manor Apartments (AMP8-1)

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an invoice for payment from J.D.L.,

Inc for release of the retainage for the termite damage repair work at Cabot Manor Apartments (AMP8-1) in the amount of \$18,279.00.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above, which is in accordance with the terms of their contract.

The Housing Authority is in receipt of an invoice for payment from J.D.L., Inc. for materials in the amount of \$166,206.00 for the removal and replacement of exterior doors at Cabot Manor Apartments (AMP8-1). This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of an invoice for payment from the firm of Alpha Contracting Assocs. for interior door replacement work at Cabot Manor Apartments (AMP8-1) in the amount of \$38,265.47.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above, which is in accordance with the terms of their contract.

The following resolution was introduced by Brian Hickey read in full and considered.

RESOLUTION NO. 4836

Whereas, the staff has submitted an amendment to the contract for Kittredge Advisors, LLC d/b/a PHI Inspections for procedural revisions to the services provided for Housing Choice Voucher Program inspections. There will be no change to the contract amount.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the amendment to the contract for Kittredge Advisors, LLC d/b/a PHI Inspections as presented.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey
Chester Szetela
Bruce Socha
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4837

Whereas, the staff has prepared a contract for Sovereign Builders, Inc. and the Housing Authority in the amount of \$24,200.00 to provide termite investigation work at Cabot manor Apartments (AMP8-1). The contract term begins April 10, 2009 and all work will be completed within 30 days.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Sovereign Builders, Inc. to provide termite investigation work at Cabot Manor Apartments (AMP8-1) in the amount of \$24,200.00.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela
Brian Hickey
Bruce Socha
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4838

Whereas, the staff has prepared a contract for Management Resource Group, Inc. and the Housing Authority in the amount of \$3,900.00 plus expenses of \$2000.00 to provide a Physical Needs Assessment for the three (3) federal developments of Cabot Manor Apartments (AMP8-1), Memorial Apartments (AMP8-2), and Canterbury Arms Apartment (AMP8-3). This assessment will meet all HUD

requirements for Capital Fund Program and the American Recovery and Reinvestment Act. This needs assessment will serve as the database for assessing each development's physical needs and for analyzing each development's modernization requirements and costs. The contract will begin April 9, 2009 and will be completed within 60 days.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Management Resource Group, Inc. 2392 Mount Vernon, Suite 103, Atlanta, GA 30338 for consulting services to conduct Physical Needs Assessment for three of our federal developments, Cabot Manor Apartments (AMP8-1, Memorial Apartments (AMP8-2) and Canterbury Arms Apartments (AMP8-3)

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered

RESOLUTION NO. 4839

Whereas, staff has prepared the Annual Plan for FY 2009 in accordance with the U.S. Department of Housing & Urban Development regulations. All required public meetings were conducted and the plan has been updated and revised where necessary.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority approved the Annual Agency Plan for FY2009 including The Capital Fund Program Annual Plans from 2006 – 2013, the Five (5) Year Action Plan and the Annual Plan for 2009 for the Capital Fund Recovery Grant, in accordance with HUD regulations.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority Insurance Group has offered the Board and full time staff a free \$5000 Term Life Insurance Benefit. The applicable requirements are outlined on the letter dated March 23, 2009.

Email from the HUD Financial Management Center regarding use of Net Restricted Asset Accounts.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO.4840

Whereas, the staff requests the Board of Commissioners to approve, as proprietary specification, the use of Schlage A-Series and H-Series locksets on the Volpe Apartments lock replacement project (Bid #9-143). The goal is to streamline lock changing and parts inventory for all CHA developments

Maintenance Operations Manager Davie Dymek gave a verbal report regarding the above matter.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the use of Schlage A-Series and H-Series locksets on the Volpe Drive Apartments lock replacement (Bid#9-143).

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION No. 4841

Whereas, the contract of the Executive Director expires on April 30, 2009. Since the next Board meeting occurs on May 13, 2009, after the expiration of the Executive Director's contract, it is recommended that the Board of Commissioners extend the current contract of the Executive Director until May 31, 2009 to allow time for the contract process.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve and extend the current contract of the Executive Director until May 31, 2009.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Brian Hickey	NAYS:	None
	Chester Szetela		
	Bruce Socha		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Executive Director addressed the Board regarding information a Board member received in the mail anonymously.

There being no further business to come before the meeting, therefore, upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to adjourn at 7:00 p.m. The next regular meeting is scheduled to be held on Wednesday, May 13, 2009 at 6:00 p.m.

ATTEST: CARMEN. ESTRADA, RECORDING SECRETARY